



COMMUNITY SERVICES DEPARTMENT

Meeting Date: April 21, 2010

Agenda Item: #3

REGULAR BUSINESS: Review and provide input for the proposed RFP timeline for the new Burgess Pool Contract

RECOMMENDATION

For the Parks & Recreation Commission to review and provide input on the proposed Request For Proposal timeline for the Burgess Pool Contract ending on May 20, 2011.

BACKGROUND

The City of Menlo Park has provided aquatic services at Burgess Park since the 1960's. In 2004, the Burgess Pool was closed for renovation funded by Measure T bonds. A new aquatic center located in Burgess Park, consisting of a 25-meter x 25-yard lap pool, a 25-yard x 50-foot instructional pool, a wading pool with mushroom splash feature, locker rooms, showers, central entry lobby, support offices, and concrete pool decks was completed in April, 2006.

During the FY06-07 budget discussions and with the *Your City/Your Decision* budget survey results, the aquatics budget was identified to be reduced. Due to the nature of public aquatic programs and facilities, the costs for operations were determined to be very expensive and it was difficult to achieve full cost recovery. It was also a concern that the new Burgess facility, with multiple pools, would have higher costs. Several options for cost savings were discussed, including reducing operational hours, closing Burgess Pool during winter months, and closing Belle Haven pool entirely.

In January 2006, Tim Sheeper, of Team Sheeper LLC, presented the City with an offer to provide aquatics services at Burgess Pool at little or no cost to the City. In February, the City of Menlo Park City Council approved a Lease Agreement with Team Sheeper for 5 years beginning May 20, 2006. The proposed lease agreement stated that full operations of the Burgess Pools would be the responsibility of the lessee. All operating costs, including utilities, maintenance, repair, janitorial and personnel, would be paid by Sheeper. Some services, such as pool maintenance would be conducted by City staff and reimbursed by Team Sheeper. Sheeper was to provide community access programs such as year round lap swimming, seasonal open recreational swims and instructional programs for all ages and abilities, as well as access to other community groups such as SOLO swim club. The fees for such programs were required to be comparable to rates charged in surrounding communities. Also included were reduced rates for city-operated summer camps and child care enrollees.

The Lease Agreement with Team Sheeper LLC will expire on May 20, 2011. To provide adequate time to complete a Request for Proposal process, staff has created a draft timeline with critical checkpoints. Staff is recommending the Parks & Recreation Commission review and provide input on the proposed RFP timeline for the new Burgess Pool Contract.

ANALYSIS

The proposed RFP timeline for the Burgess Pool Contract was developed based on the following factors:

1. Experience based on other city RFP processes
2. Staff resources
3. Adequate time for a potential new lessee to be make the transition
4. Sufficient period for public input

The proposed RFP Timeline is:

Task	Lead	Timeframe	Deadline
RFP Draft Development	CSD Director & Recreation Manager	4 weeks	April 19-May 14, 2010
RFP Internal Review and Edits	CSD, Finance, Public Works, City Manager	2 weeks	May 17-28, 2010
RFP Final Draft Review	Team	2 weeks	June 1-June 10, 2010
Draft RFP review by Parks & Recreation Commission	CSD Director & Recreation Manager		June 16, 2010
RFP Issued	CSD Recreation Manager		July 7, 2010
Pre-proposal conference and tour	CSD and Public Works Staff		August 4, 2010
Deadline for questions and clarifications	CSD Recreation Manager		August 20, 2010
Deadline for receipt of proposals	CSD Recreation Manager	9 weeks from issued date	September 10, 2010
Appoint RFP Review Broad	CSD Director	1 week	September 13-17, 2010
Interviews of potential candidates	Appointed Review Board	2 days	September 27 & 29, 2010
Staff Report Development	CSD Director & Recreation Manager	2 weeks	October 4-15, 2010
Preparation for presentation to City Council	CSD Director & Recreation Manager	1 week	October 18-22, 2010
Presentation to City Council of Review Board Recommendation	CSD Director & Recreation Manager		October 26, 2010

Press Release/Announcement of Awarded Contractor	CSD Director & Recreation Manager		October 28, 2010
Transition Plan (if needed)	TBD	TBD	TBD
New Burgess Pool Contract Start Date		7 months lead time	May 20, 2011

IMPACT ON CITY RESOURCES

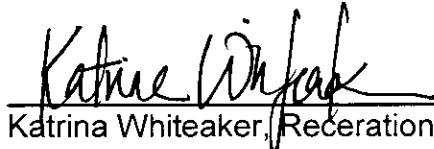
Staff resources will be utilized to complete the RFP process for the new Burgess Pool Contract. However, the financial impact of contracting out the Burgess Pool facility has been estimated to offset approximately \$500,000 in expenses per year. In addition, the next lease agreement could provide additional revenue from the lessee to the City and/or incorporate management of the Belle Haven Pool.

POLICY ISSUES

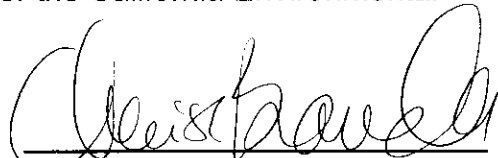
The RFP for the Burgess Pool Contract will be consistent with the Selection of Professional Services Policy (FIN-92-002).

ENVIRONMENTAL REVIEW

Approval of the recommendation is not a project under the California Environmental Quality Act.



Katrina Whiteaker, Recreation Services Manager
Report Author



Cherise Brandell
Director of Community Services

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS